

## **FEDERAL ADVISORY COMMITTEE CHARTER**

### **INTELLIGENT TRANSPORTATION SYSTEMS PROGRAM ADVISORY COMMITTEE**

#### **U.S. DEPARTMENT OF TRANSPORTATION**

1. **PURPOSE:** This charter establishes the Intelligent Transportation Systems Program Advisory Committee (ITSPAC) pursuant to the Federal Advisory Committee Act, as amended, 5 U.S.C., App. 2, and sets forth policies for its operations.

2. **SCOPE AND OBJECTIVES:**

a. The committee will act solely in an advisory capacity to the Secretary of Transportation on all matters relating to the study, development and implementation of intelligent transportation systems. Through its sponsor, the Intelligent Transportation Systems (ITS) Joint Program Office, the ITSPAC will make recommendations to the Secretary regarding ITS program needs, objectives, plans, approaches, contents and progress.

b. The committee will provide a forum for national discussion and recommendations on ITS activities and will work to ensure that external ITS activities are coordinated with those promoted by the U.S. Department of Transportation.

c. At a minimum, the advisory committee will be expected to:

(A) Provide input into the development of the Intelligent Transportation System aspects of the strategic plan under section 508 of title 23, United States Code.

(B) Review, at least annually, areas of intelligent transportation systems research being considered for funding by the Department, to determine –

(i) whether these activities are likely to advance either the state-of-the-practice or state-of-the-art in intelligent transportation systems;

(ii) whether the intelligent transportation system technologies are likely to be deployed by users, and if not, to determine the barriers to deployment; and

(iii) the appropriate roles for government and the private sector in investing in the research and technologies being considered.

3. **DUTIES:** The committee will be responsive to specific assignments and may conduct studies, inquiries and workshops as the Secretary may authorize or direct.

4. **DURATION:** The committee will remain in existence for 2 years from the effective date of this charter unless recommended for termination or renewal by the Secretary.

5. **OFFICIAL TO WHOM COMMITTEE REPORTS:** The committee will report to the Secretary of Transportation through the sponsor.

6. **SPONSOR AND AGENCY PROVIDING SUPPORT:** The ITS Joint Program Office serves as sponsor for the committee and will designate a Designated Federal Official to direct the affairs of the ITSPAC and will provide necessary administrative support.

7. **MEMBERSHIP:**

a. The committee will be composed of not more than 20 individuals appointed by the Secretary of Transportation upon recommendation by the ITS Management Council and the ITS Joint Program Office. Committee members will serve for up to 2 years, or until replacements have been appointed.

b. In order to reflect the diverse nature of the ITS program, committee membership will be composed of individuals representing the types of organizations listed below. The ITS Joint Program Office may consult with applicable organizations to determine the appropriate individuals to be recommended. Also, due to the rapid evolution of ITS related technologies and the emphasis that must be placed on deployment, committee membership will reflect experience in and familiarity with future directions in technology, business development, and strategic planning issues.

c. To the extent possible, senior, policy-level representatives will be appointed and participate in committee business to ensure that all members have the required expertise, knowledge and experience. Nonparticipation by any member in committee activities will be sufficient reason for the appointment of a replacement member by the Secretary.

d. The committee's membership shall be composed of state and local government officials (category (A) – (D)), representative members (category (E) – (G)), and special government employees (category (H) – (I)) from among the following categories, and be balanced between metropolitan and rural interests. However, members may also be considered who are not from the categories listed to achieve the broad range of experience and understanding noted above.

(A) An official from/member of a State highway department.

(B) An official from/member of a local highway department who is not from a metropolitan planning organization.

(C) An official from/member of a State, local, or regional transit agency.

(D) An official from/member of a metropolitan planning organization.

(E) A representative from a nonprofit group representing the intelligent transportation system industry.

(F) A representative from a public interest group concerned with safety.

(G) A representative from a public interest group concerned with the impact of the transportation system on land use and residential patterns.

- (H) A private sector user of intelligent transportation system technologies.
- (I) An academic researcher with expertise in computer science or another information science field related to intelligent transportation systems, and who is not an expert on transportation issues.
- (J) An academic researcher who is a civil engineer.
- (K) An academic researcher who is a social scientist with expertise in transportation issues.
- (L) Members with expertise in planning, safety, and operations.

e. To ensure that the recommendations of the committee have taken into account the needs of diverse groups served by the Department, membership will include, to the extent practicable, individuals and/or organizations that represent minorities, women and persons with disabilities.

f. Additional persons may be designated by the Chairman to serve on working groups of the committee to assist in the performance of its functions. Representatives of the Office of the Secretary of Transportation and any Agency of the U. S. Department of Transportation may participate in any meeting of the Committee with the approval of the Designated Federal Official.

**8. COMMITTEE OFFICERS:** The Chairman and Vice-Chairman will be appointed by the Secretary with recommendations from the ITS Joint Program Office. The Chairman will conduct each meeting in general accordance with Roberts' Rules of Order, provide an opportunity for participation by each member and by public attendees, ensure adherence to the agenda, maintain order, and with the Designated Federal Official prepare any recommendations to be submitted to the ITS Joint Program Office. In the absence of the Chairman, the Vice Chairman will perform these duties.

**9. MEETINGS:**

a. Meetings will be held at the call of or with the advance approval of the Designated Federal Official. The committee meets approximately three times each year. Special meetings and working group meetings may be called as necessary. Notice of each scheduled meeting is published in the Federal Register.

b. All meetings are open to the public. Members of the public are permitted to appear before or file statements with the committee. The Designated Federal Official must be present at each committee meeting. This official has the authority and duty to adjourn the meeting whenever such action is deemed to be in the public interest. A quorum exists when at least one-half of the appointed members are present. A quorum must exist for any official action, including voting, to occur. In any situation involving voting, the majority vote of members present will prevail. An agenda for each meeting must be approved in advance by the Designated Federal Official in consultation with the Committee Chair.

**10. COMPENSATION:** Members of the committee may receive travel and per diem, as allowed by regulations and U. S. Department of Transportation policy.

**11. COSTS:** Operating expenses are borne by the Committee Sponsor. The estimated annual cost to the government is \$500,000, inclusive of staff support, meeting costs, travel, and other logistics expenses.

**12. AVAILABILITY OF RECORDS:** Subject to Section 552 of Title 5, United States Code, the records, reports, minutes, agenda, and other documents made available to or by the committee are available for public inspection and duplication in the ITS Joint Program Office, or through the ITS Joint Program Office Web site, [www.its.dot.gov](http://www.its.dot.gov).

**13. REPORTS:**

The Designated Federal Official will furnish detailed minutes of each meeting to the Sponsor. The minutes contain a record of the persons present; a complete and accurate description of matters discussed and conclusions reached; and copies of all reports received, issued or approved by the Committee. The Chairman and Designated Federal Official will certify the accuracy of the minutes.

**14. Working Groups:**

a. The Committee Chair may establish working groups to perform specific assignments with the approval of the Designated Federal Official. The Chair may designate members from either the Committee or the public to serve on working groups. The working group chair will be a committee member. Recording or videotaping of working group meetings may only be performed by the Sponsor, Designated Federal Official, or their designee.

b. Any recommendations to the Department by working groups must be approved by the committee as a whole.

**15. FILING DATE:** 2/7/2008 is the filing date and the effective date of this charter which will expire in 2 years from this filing date, unless sooner terminated or extended.